



HALL (A,B,C,D) USERS

Forms:

- **Jefferson Lab User Online Registration** (Complete all fields and submit online to U/I L Office, print copy and obtain required signatures. Bring completed registration form with signatures and copy of a valid passport/visa (non-US citizens) or driver's license (US citizens) to U/I Office, CEBAF Center, Room L106 upon arrival at the Lab.
online form: https://mis/mis/cis/userdb/reg_form/
- **Visiting Researcher Agreement** (Print, read, sign, and return to U/I L Office – students do not submit)
- **Jefferson Lab Standards of Conduct** (Print, read, sign and return to U/I L Office)
- **Jefferson Lab User Computer Account Request** (Print, complete all fields, obtain required signatures and submit to Computer Center, Trailer City, Bldg. 16, Rm. 176) <http://cc.jlab.org/docs/services/cue/accounts.html>
- **Radiation Control Office Forms** (Complete all fields and submit with required signatures to RADCON office (Trailer 52, Room 1 behind Test Lab) after completion of Radiation online training and written test in U/I L Office) <http://www.jlab.org/accel/RadCon/form.html>

Required training for users to access the accelerator site:

- **Environmental Health and Safety** (40 minute online video - registration forms must be submitted online or brought to the U/I L Office prior to viewing EH&S video to obtain online credit)
http://www.jlab.org/div_dept/train/webbasedtraining.html
- **Oxygen Deficiency Hazard** (a 20 question computerized open book test - U/I Office)
training booklet found at following link: http://www.jlab.org/div_dept/train/ODH/index.html
- **Radiological Worker I** - (online training at following url is required for new users prior to taking written test taken in U/I office) http://www.jlab.org/div_dept/train/online_courses/rad_workerI/mainmenu.html
- **Practical Factors Radiological Training** (a 15-20 minute hands on training - call Keith Welch, x7212 or Earl Ratliff, x7118 to setup appointment after completion of RadWorker I written test. Practical Test is taken in Trailer 52 behind the Test Lab, any User passing this test Aug. 2000 or after is not required to renew.

Work in the accelerator Halls also requires that you complete a walkthrough and other required training of the perspective Hall. To schedule, contact:

Hall A - Kees de Jager, x5254, kees@jlab.org, CC Room A111 - **Hall B** - Elton Smith, x7625, elton@jlab.org, CC Room B118 - **Hall C** - Bill Vulcan, x6267, vulcan@jlab.org, CC Room C128

Badging procedures for a new user may require a maximum (2) day time period for processing system information and testing.

USER/INTERNATIONAL LIAISON OFFICE IS LOCATED IN CEBAF CENTER, ROOM L106